



# EMPLOYMENT OPPORTUNITY

Human Resources Division  
#1 Gary K. Anderson Plaza, Decatur, IL 62523  
Phone: (217) 424-2805 • [www.decaturl.gov](http://www.decaturl.gov)  
*An Equal Opportunity Employer*

11/17/10

The Civil Service Commission of the City of Decatur will conduct an examination and establish an eligible register for the following classification:

## **Library Page (Half-Time)**

**Original Hire Date is after April 30, 1989, Starting Pay - \$10.40 Hourly**  
**Original Hire Date is before April 30, 1989, Starting Pay - \$11.26 Hourly**  
**Grade 3**

Applications are available on our website at [www.decaturl.gov](http://www.decaturl.gov) or at the Human Resources Division, Department of Management Services, Second Floor, Decatur Civic Center, #1 Gary K. Anderson Plaza, Decatur, Illinois 62523, and must be returned or postmarked by **Monday, November 29, 2010.**

**This position is part-time, 20 hours per week.**  
**Candidates must be able to work evenings and weekends.**

There are currently three openings at the Decatur Public Library. Persons passing all phases of the selection process will be placed on a Civil Service eligible register which will be used for a period of two years or until exhausted. Selection of candidates will be made according to the Civil Service laws for cities, as modified by the City Code of the City of Decatur, Illinois.

## **EXAMINATION PROCESS**

Applicants must successfully complete all portions of the selection process. The examination process will consist of the following:

- 1) **Written Examination:** All applicants must take the written examination. Applicants are required to score at least 70.00% on the written examination.
- 2) **Oral Interview:** All applicants passing the written test must pass an oral interview.
- 3) **Veteran Points:** Eligible veterans may receive 5 veteran preference points added to their final examination score.

- 4) **Physical Examination**: Applicants placed on the eligible register must pass a physical examination which includes a drug screen by a physician of the Commission's choice, immediately prior to appointment.

### **EDUCATION AND EXPERIENCE**

Graduation from high school or equivalent.

### **ESSENTIAL KNOWLEDGE AND SKILLS**

Knowledge of business English, spelling and arithmetic.

Some knowledge of standard office practices and procedures.

Ability to learn assigned clerical tasks readily and to adhere to prescribed departmental routines.

### **ESSENTIAL DUTIES TO BE PERFORMED**

1. Shelves books; cleans and shelves records; places newspapers on rods; places new magazines on racks and removes older issues; keeps periodical stacks in order.
2. Performs general errands and delivery work; delivers books to various locations; delivers inter-library mail; empties book drops; takes out and posts outgoing mail.
3. Prepares new materials for circulation; prepares pockets, cover jackets, iron-on-labels; applies security tapes to books already in circulation.
4. Arranges and files catalogue cards and order cards; files and distributes publishers catalogues; checks in newspapers and telephone books.
5. Assists with mending books; replaces torn and missing pages; binds paperbacks; operates machinery necessary for these duties.
6. Performs related work and other duties as assigned.

### **RESIDENCY**

Employees must establish residency within the corporate limits of Macon County or within fifteen (15) miles of the corporate limits of the City of Decatur, within 90 days following the completion of their 6 month probationary period.

### **OTHER**

**SICK LEAVE** - 4 hours per month granted, accumulative to 960 hours.

**VACATION** - 2 weeks after 1 year of service; 3 weeks after 8 years of service;  
4 weeks after 15 years of service and 5 weeks after 20 years of service.

<b><u>HOLIDAYS</u></b>	-	New Years Day	Memorial Day	Presidential Election Day
		M.L. King's Birthday	Independence Day	Thanksgiving Day
		Lincoln's Birthday	Labor Day	Christmas Day
		Good Friday	Columbus Day	Personal Leave

PENSION

- The Decatur Public Library contributes to the Illinois Municipal Retirement Fund. Employees also contribute at the rate of 4.5% of gross pay. Employee contributions are refundable, if employment ends before retirement. Deferred compensation is available.

APPLY:

Visit our website at [www.decaturil.gov](http://www.decaturil.gov) or in person at  
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Human Resources Division  
#1 Gary K. Anderson Plaza  
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Phone: 217/424-2805

AA/EOE